Logged In As: Terry T Carson

Official Travel

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Message Ce

Scenario: Creating an Authorization and Preparing an Itinerary

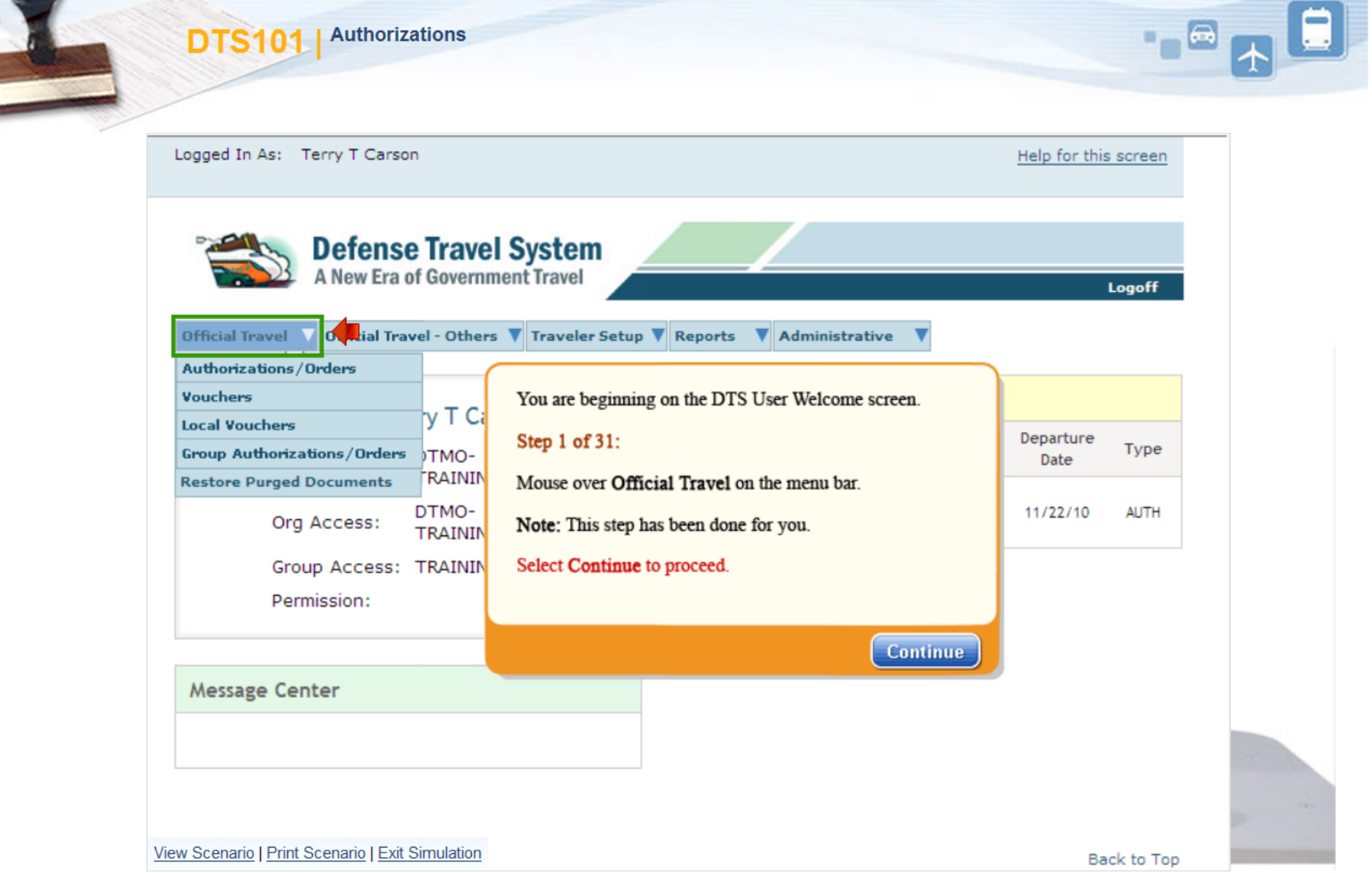
You are going TDY from Warrenton, VA to Denver, CO. You will use DTS to build your trip itinerary.

When you create your trip itinerary, identify the trip dates, TDY locations, and trip type so DTS will correctly calculate your per diem allowances.

Use the below information to arrange your itinerary:

- Starting location: **RESIDENCE**
  - Departure date from permanent duty station (PDS): **08/01/2011**
  - Trip Type: **AA-ROUTINE TDY/TAD**
  - Trip Purpose: **TRAINING ATTENDANCE**
  - Trip Description: **DTS Classroom Training**
  - Method of travel to TDY location: **Air**
  - Time of departure from PDS: **7:00 PM**
- TDY location: **Denver, CO**
  - Departure date from TDY location: **08/05/2011**
  - Additional reservations required: **Rental Car** and **Lodging**
  - No other TDY locations
  - Return location: **RESIDENCE**
  - Method of travel back to PDS: **Air**
  - Time of departure from TDY location: **8:00 PM**

Select **Continue** to proceed.


Logged In As: Terry T Carson
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders
Restore Purged Documents
Org Access:
Group Access:
Permission:
Departure Date
Type
11/22/10
AUTH
You are beginning on the DTS User Welcome screen.
Step 1 of 31:
Mouse over Official Travel on the menu bar.
Note: This step has been done for you.
Select Continue to proceed.
Continue
Message Center
View Scenario | Print Scenario | Exit Simulation
Back to Top

DTS101 | Authorizations

Logged In As: Terry T Carson

Help for th

Defense Travel System
A New Era of Government Travel

Official Travel | Official Travel - Other

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders
- Restore Purged Documents

y T Ca

Org Access: DTMO-TRAININ

Group Access: TRAININ

Permission:

rrent tatus	Departure Date
BLIG MITTED	11/22/10

The **Official Travel** drop-down list displays.

Step 2 of 31:

Select **Authorizations/Orders** from the drop-down list.

◄ Previous

Message Center

DTS101 | Authorizations

Logged In As: Terry T Carson
Traveler Name: Terry T Carson
Document Type: Authorization
Screen ID: 1001.1

Defense Travel System
A New Era of Government Travel

The **Authorizations/Orders** screen displays any existing authorizations and their statuses.

Step 3 of 31:

Select the **Create New Authorization/Order** link.

◄ Previous

Authorizations / Orders

Below is a list of your existing authorizations/order authorization/order.

Create New Authorization/Order

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remo Trip Ca

Logged In As: Terry T Carson
Traveler Name: Terry T Carson
Document Type: Authorization
Screen ID: 1151.1

Defense Travel System
A New Era of Government Travel

Trip Overview

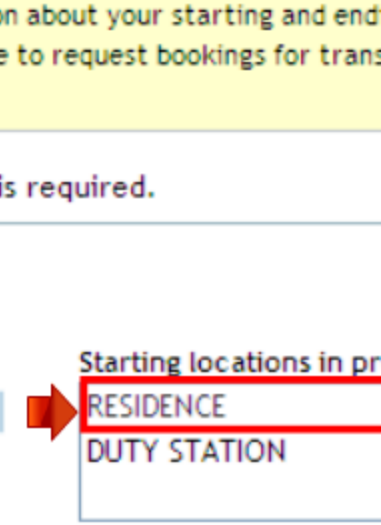
The **Trip Overview** screen displays.

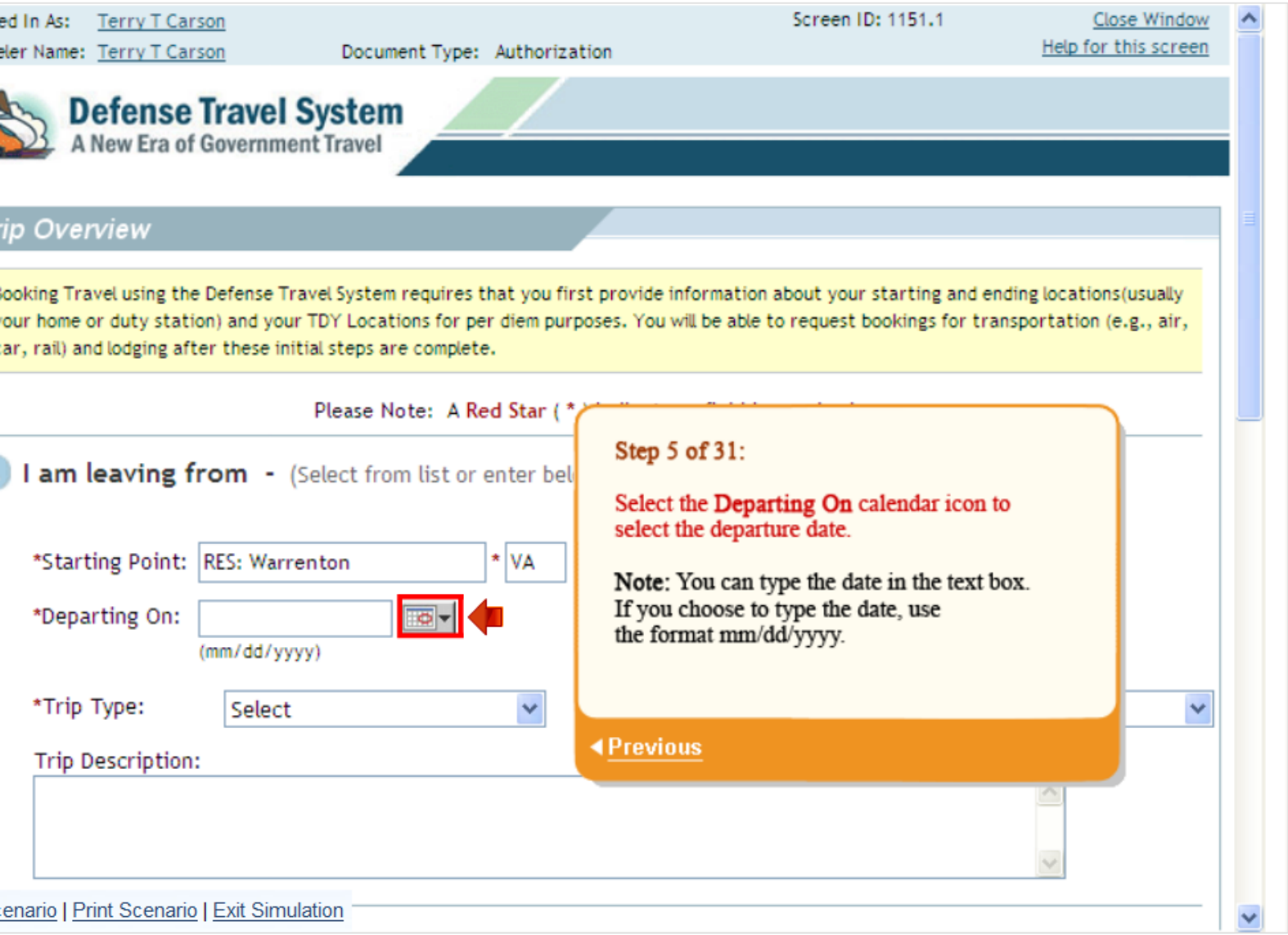
Section A collects general information about the type of trip you are taking, your starting point, and when you intend to start traveling. Select the appropriate starting location (RESIDENCE or DUTY STATION) from the **Starting locations in profile** box. The **Starting Point** field will populate with the information stored in your personal profile.

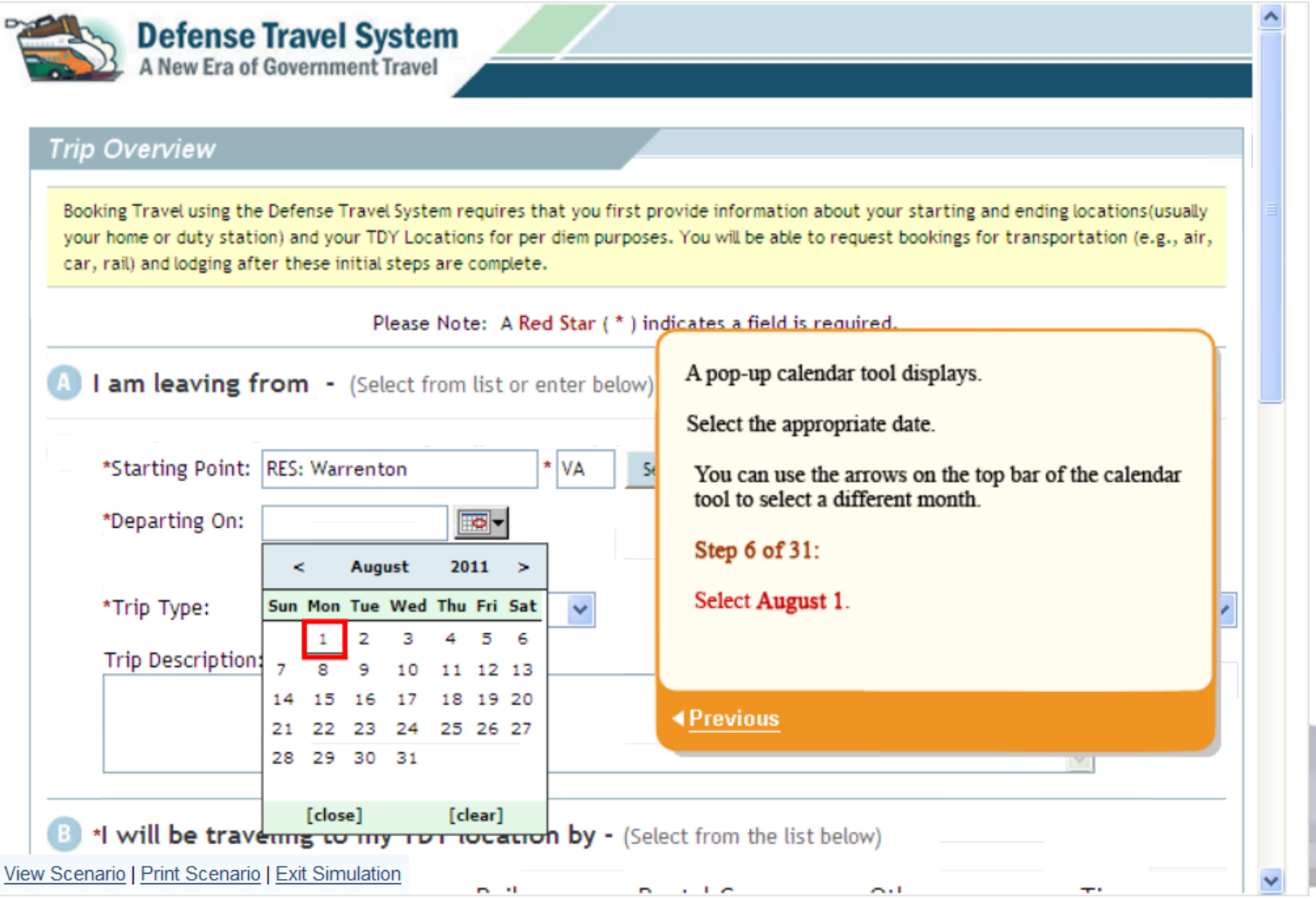
If the starting point is not your residence or duty station, type the city name into the **Starting Point** field and select **Search**. A pop-up window opens from which you can select the state or country code. That code will populate in the text box next to the city name.

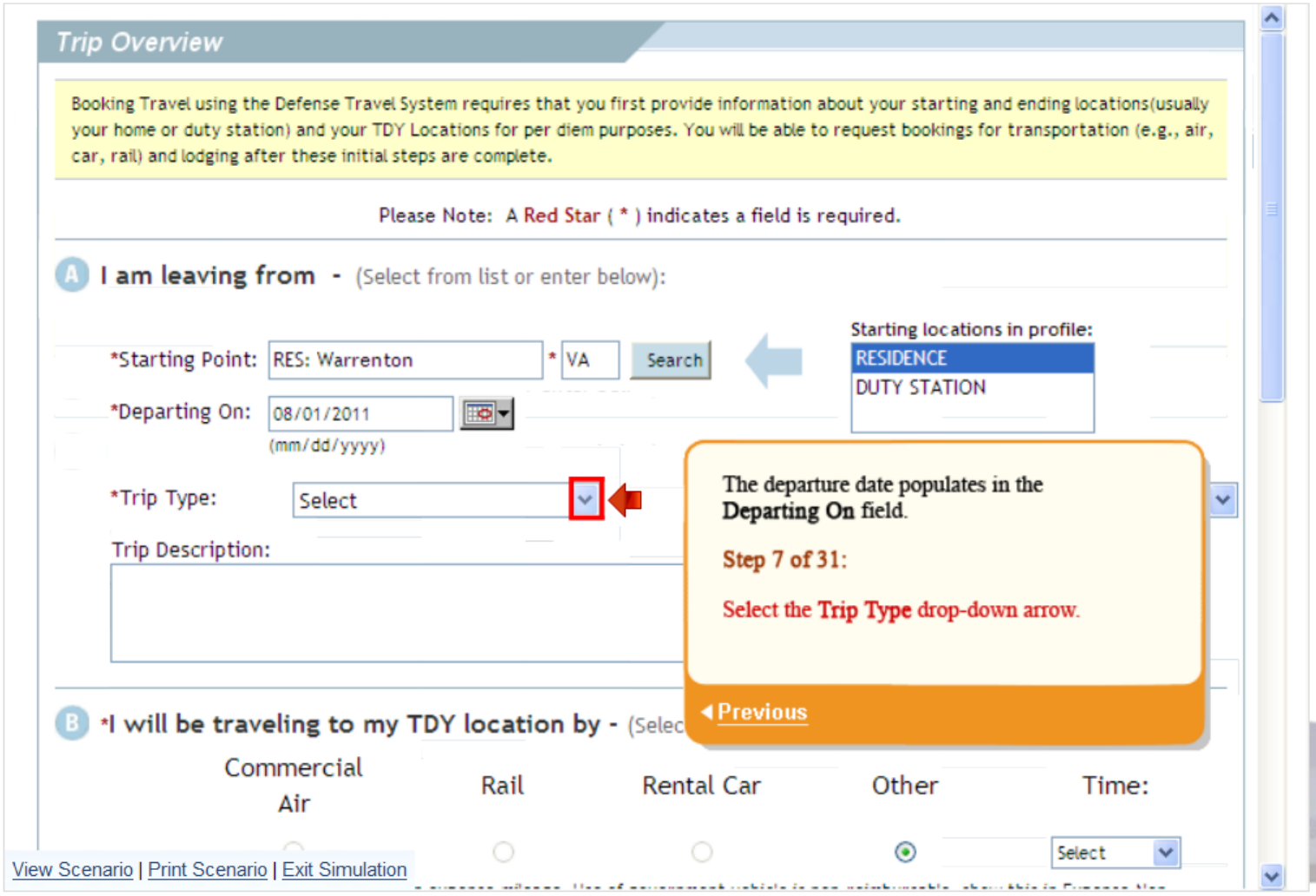
Step 4 of 31:

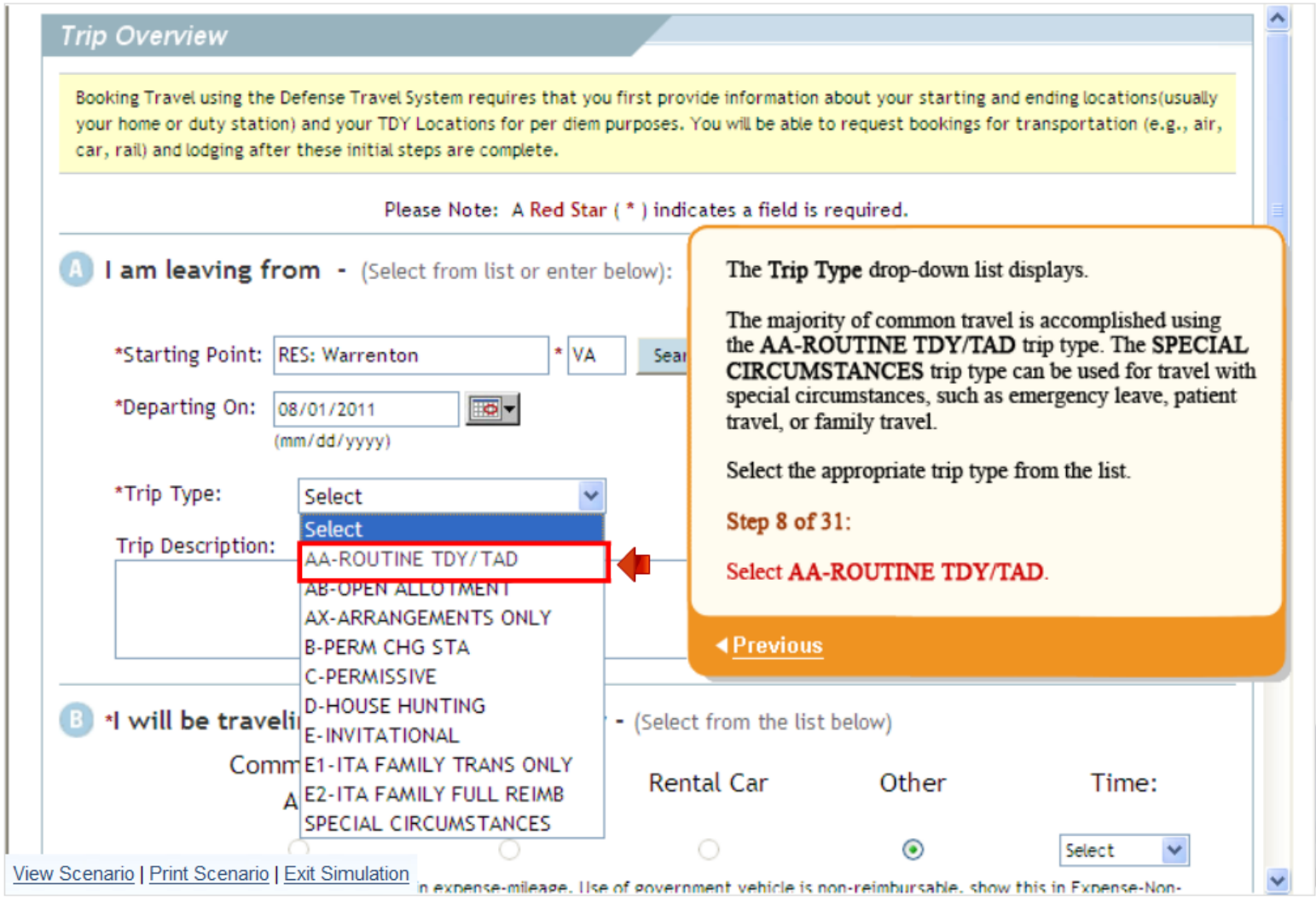
Select **RESIDENCE**.




ed In As: Terry T Carson
eler Name: Terry T Carson
Document Type: Authorization
Screen ID: 1151.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
ip Overview
ooking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually
our home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air,
ar, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (
I am leaving from - (Select from list or enter bel
*Starting Point: RES: Warrenton * VA
*Departing On:
(mm/dd/yyyy)
*Trip Type: Select
Trip Description:
Step 5 of 31:
Select the Departing On calendar icon to select the departure date.
Note: You can type the date in the text box. If you choose to type the date, use the format mm/dd/yyyy.
Previous
enario | Print Scenario | Exit Simulation


Defense Travel System
A New Era of Government Travel
Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am leaving from - (Select from list or enter below)
*Starting Point: RES: Warrenton * VA
*Departing On:
*Trip Type:
Trip Description:
< August 2011 >
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
[close] [clear]
B *I will be traveling to my TDY location by - (Select from the list below)
View Scenario | Print Scenario | Exit Simulation
A pop-up calendar tool displays.
Select the appropriate date.
You can use the arrows on the top bar of the calendar tool to select a different month.
Step 6 of 31:
Select August 1.
Previous


Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am leaving from - (Select from list or enter below):
*Starting Point: RES: Warrenton * VA Search
Starting locations in profile:
RESIDENCE
DUTY STATION
*Departing On: 08/01/2011
(mm/dd/yyyy)
*Trip Type: Select
Trip Description:
The departure date populates in the Departing On field.
Step 7 of 31:
Select the Trip Type drop-down arrow.
Previous
B *I will be traveling to my TDY location by - (Selec
Commercial Air
Rail
Rental Car
Other
Time:
Select
View Scenario | Print Scenario | Exit Simulation


Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am leaving from - (Select from list or enter below):
*Starting Point: RES: Warrenton * VA
*Departing On: 08/01/2011
(mm/dd/yyyy)
*Trip Type: Select
Trip Description:
Select
AA-ROUTINE TDY/TAD
AB-OPEN ALLOTMENT
AX-ARRANGEMENTS ONLY
B-PERM CHG STA
C-PERMISSIVE
D-HOUSE HUNTING
E-INVITATIONAL
E1-ITA FAMILY TRANS ONLY
E2-ITA FAMILY FULL REIMB
SPECIAL CIRCUMSTANCES
B *I will be traveli - (Select from the list below)
Comm
A
Rental Car
Other
Time:
Select
View Scenario | Print Scenario | Exit Simulation
The Trip Type drop-down list displays.
The majority of common travel is accomplished using the AA-ROUTINE TDY/TAD trip type. The SPECIAL CIRCUMSTANCES trip type can be used for travel with special circumstances, such as emergency leave, patient travel, or family travel.
Select the appropriate trip type from the list.
Step 8 of 31:
Select AA-ROUTINE TDY/TAD.
Previous

DTS101 | Authorizations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: Warrenton * VA Search

Starting locations in profile:
RESIDENCE
DUTY STATION

*Depa

*Trip

*Trip Purpose: Select

Trip D

Step 9 of 31:

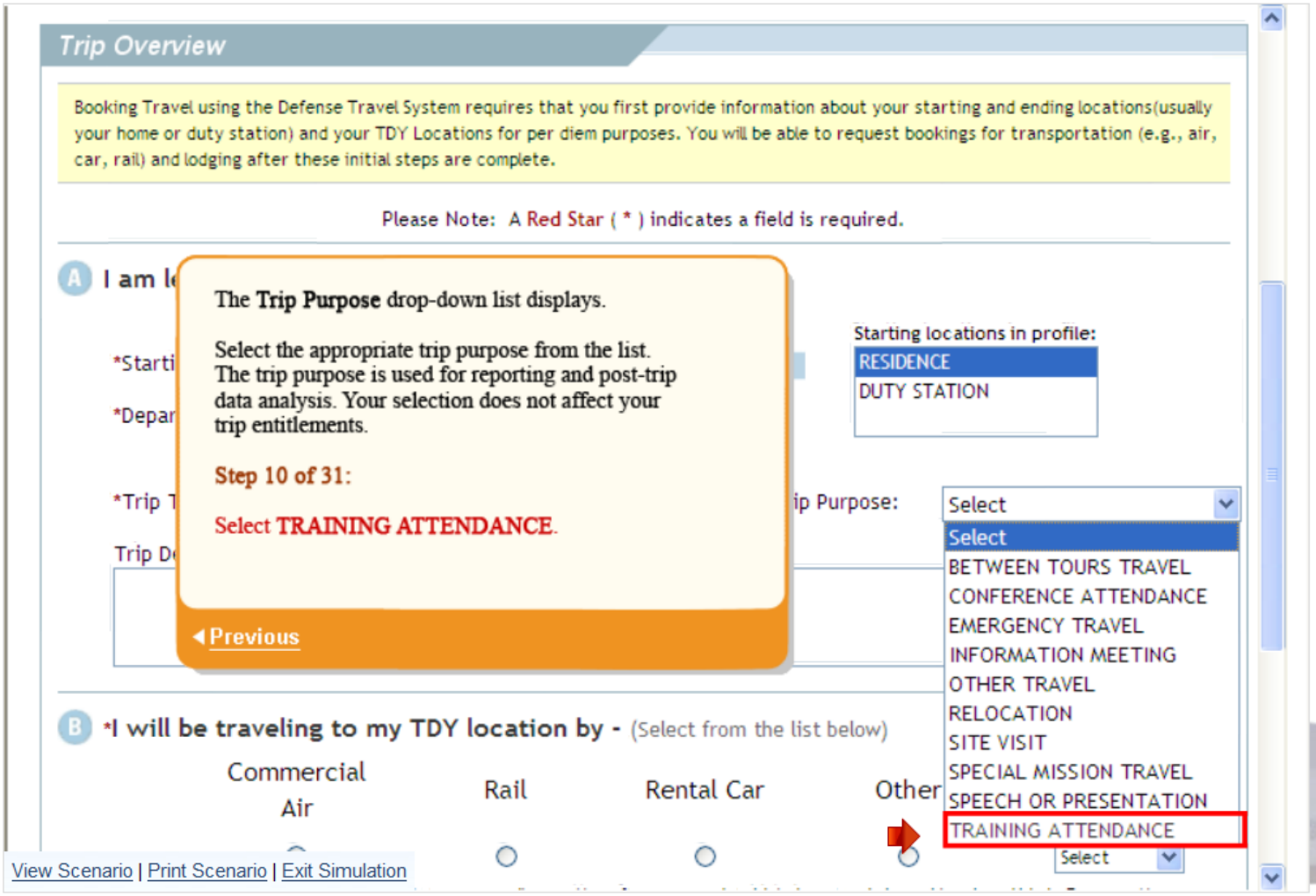
Select the **Trip Purpose** drop-down arrow.

◄ Previous

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
○	○	○	○	Select

View Scenario | Print Scenario | Exit Simulation


Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am l
The Trip Purpose drop-down list displays.
Select the appropriate trip purpose from the list. The trip purpose is used for reporting and post-trip data analysis. Your selection does not affect your trip entitlements.
Step 10 of 31:
Select TRAINING ATTENDANCE.
Previous
*Starti
*Depar
*Trip T
Trip D
Starting locations in profile:
RESIDENCE
DUTY STATION
ip Purpose:
Select
Select
BETWEEN TOURS TRAVEL
CONFERENCE ATTENDANCE
EMERGENCY TRAVEL
INFORMATION MEETING
OTHER TRAVEL
RELOCATION
SITE VISIT
SPECIAL MISSION TRAVEL
SPEECH OR PRESENTATION
TRAINING ATTENDANCE
B *I will be traveling to my TDY location by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Select
View Scenario | Print Scenario | Exit Simulation

DTS101 | Authorizations

Trip Overview

You may type a description of the trip in the **Trip Description** field.

This is an optional field, though it is recommended that you add a brief description for the benefit of your Authorizing Official.

Step 11 of 31:

Note: This step has been done for you.

Select **Continue** to proceed.

◄ Previous | Continue

Bookir... your h... car, r... our starting and ending locations(usually ...st bookings for transportation (e.g., air, ...ed.

A I a...

...rting locations in profile:
...SIDENCE
...TY STATION

*Trip Type: AA-ROUTINE TDY/TAD

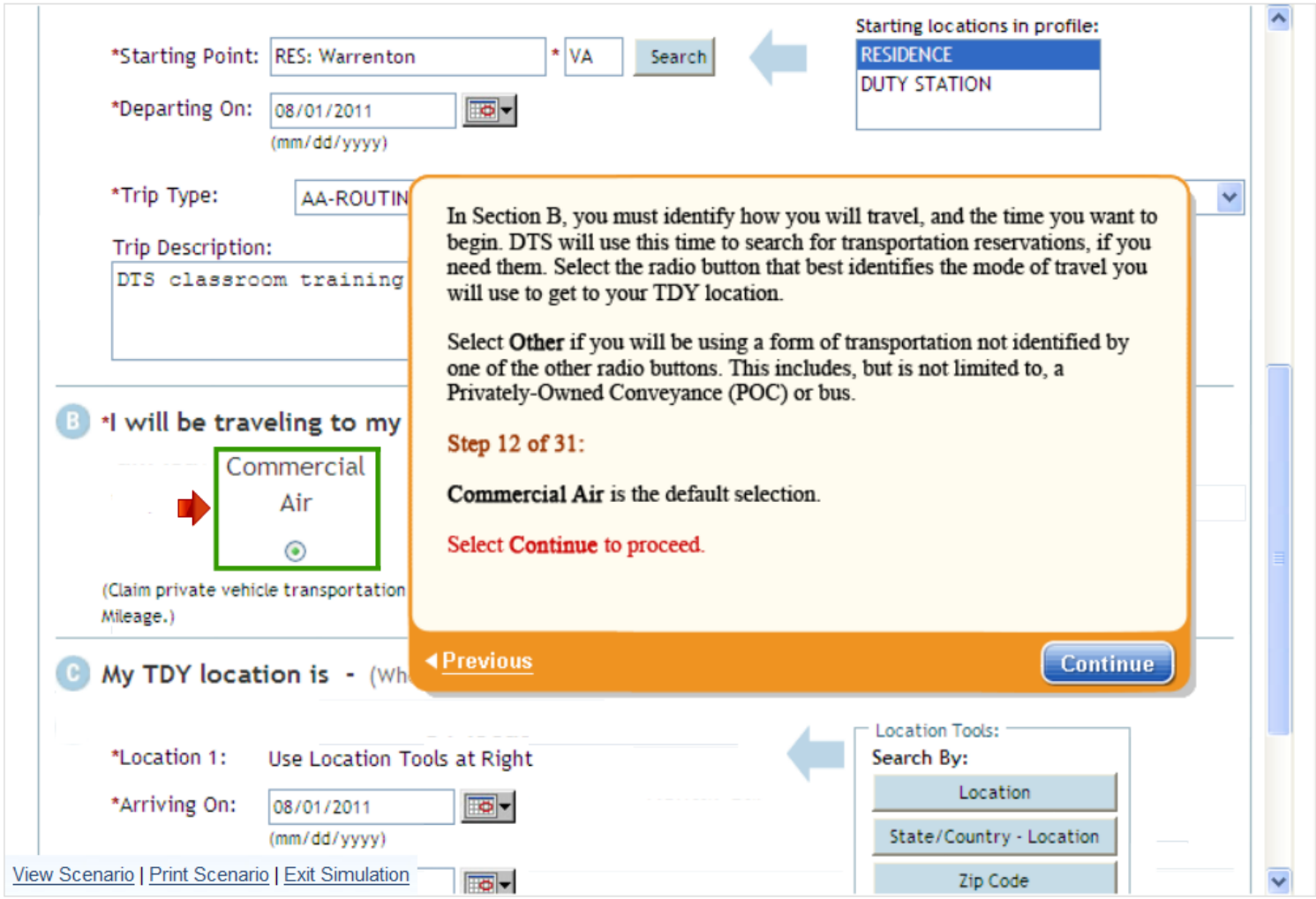
*Trip Purpose: TRAINING ATTENDANCE

Trip Description:

DTS classroom training

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
○	○	○	○	Select


*Starting Point: RES: Warrenton * VA Search
Starting locations in profile:
RESIDENCE
DUTY STATION
*Departing On: 08/01/2011
(mm/dd/yyyy)
*Trip Type: AA-ROUTIN
Trip Description:
DTS classroom training
B *I will be traveling to my
Commercial Air
(Claim private vehicle transportation
Mileage.)
C My TDY location is - (Wh
*Location 1: Use Location Tools at Right
*Arriving On: 08/01/2011
(mm/dd/yyyy)
Location Tools:
Search By:
Location
State/Country - Location
Zip Code
View Scenario | Print Scenario | Exit Simulation
In Section B, you must identify how you will travel, and the time you want to begin. DTS will use this time to search for transportation reservations, if you need them. Select the radio button that best identifies the mode of travel you will use to get to your TDY location.
Select Other if you will be using a form of transportation not identified by one of the other radio buttons. This includes, but is not limited to, a Privately-Owned Conveyance (POC) or bus.
Step 12 of 31:
Commercial Air is the default selection.
Select Continue to proceed.
Previous
Continue

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	Select

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On: 08/01/2011 (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Step 13 of 31:

Select the **Time** drop-down arrow.

◂ Previous

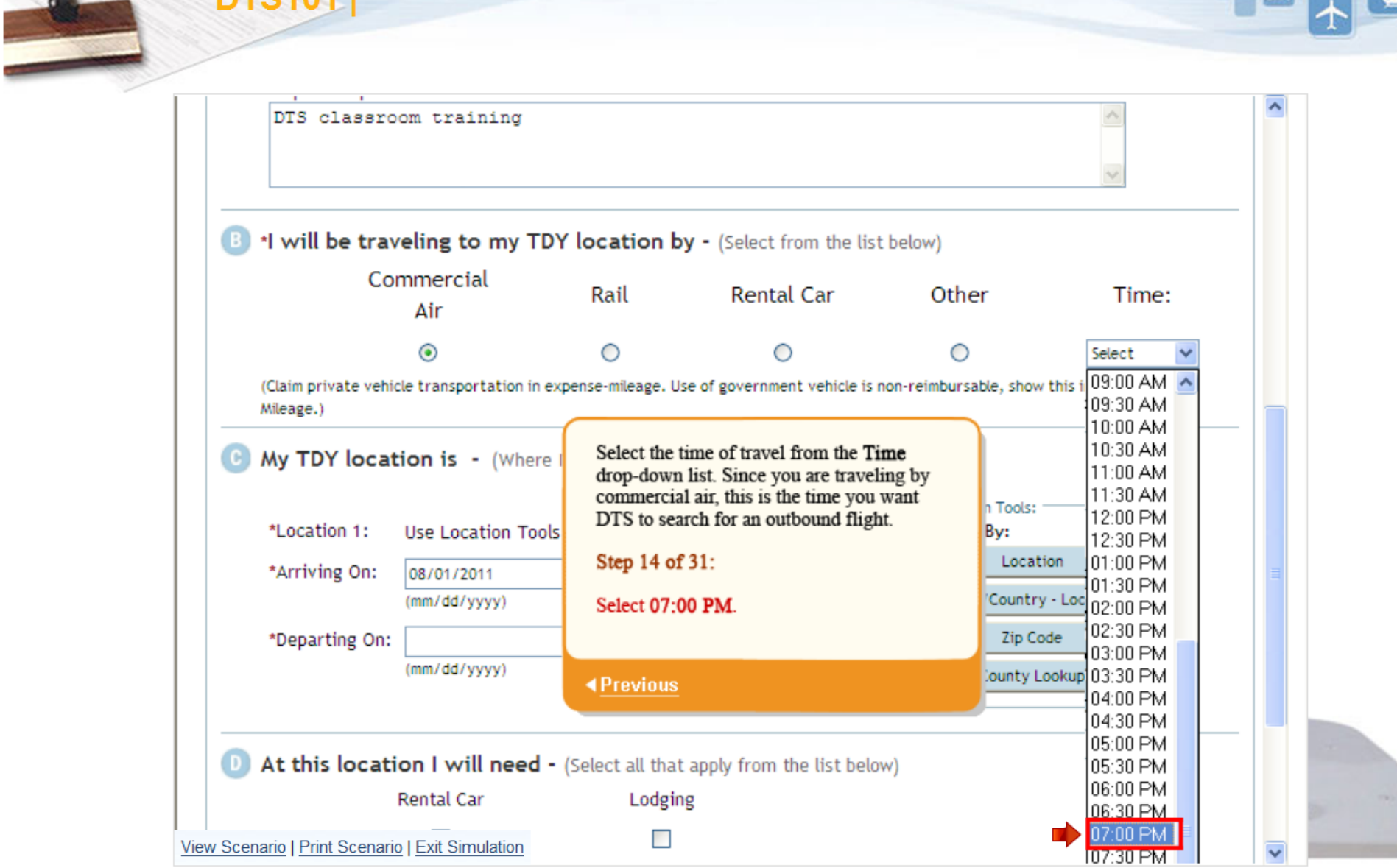
D At this location I will need - (Select all that apply from the list below)

Rental Car	Lodging
☐	☐

E Will you be traveling to another TDY location?

Yes | No

View Scenario | Print Scenario | Exit Simulation


DTS classroom training
*I will be traveling to my TDY location by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
Select
09:00 AM
09:30 AM
10:00 AM
10:30 AM
11:00 AM
11:30 AM
12:00 PM
12:30 PM
01:00 PM
01:30 PM
02:00 PM
02:30 PM
03:00 PM
03:30 PM
04:00 PM
04:30 PM
05:00 PM
05:30 PM
06:00 PM
06:30 PM
07:00 PM
07:30 PM
(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this i
Mileage.)
My TDY location is - (Where
*Location 1:
Use Location Tools
*Arriving On:
08/01/2011
(mm/dd/yyyy)
*Departing On:
(mm/dd/yyyy)
Tools:
By:
Location
Country - Loc
Zip Code
County Lookup
Select the time of travel from the Time drop-down list. Since you are traveling by commercial air, this is the time you want DTS to search for an outbound flight.
Step 14 of 31:
Select 07:00 PM.
Previous
At this location I will need - (Select all that apply from the list below)
Rental Car
Lodging
View Scenario | Print Scenario | Exit Simulation

B *I will be traveling to my TDY location by - (Select from the list below)

Section C collects information about your TDY location, and the dates you intend to arrive at and depart from that location.

Note: Four location search tools are available. You can search by:

- **Location**
- **State/Country - Location**
- **Zip Code**
- **County Lookup**

Step 15 of 31:

Select the **Location** button in the **Location Tools** box.

◄ Previous

Other

Time: 07:00 PM

on-reimbursable, show this in Expense-Non-

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

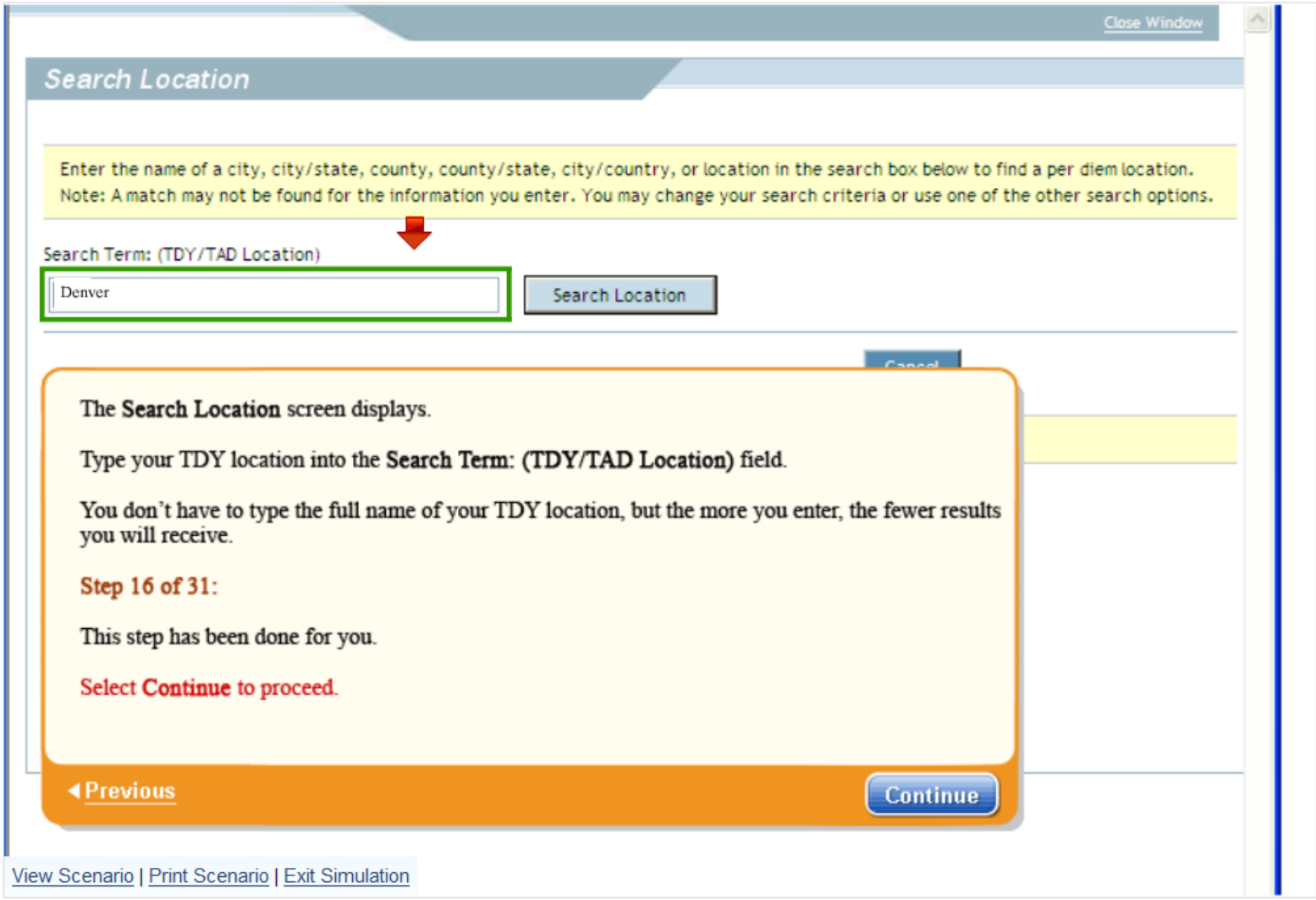
County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car ☐ Lodging ☐

E Will you be traveling to another TDY location?

Yes No


Close Window
Search Location
Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.
Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.
Search Term: (TDY/TAD Location)
Denver
Search Location
The Search Location screen displays.
Type your TDY location into the Search Term: (TDY/TAD Location) field.
You don't have to type the full name of your TDY location, but the more you enter, the fewer results you will receive.
Step 16 of 31:
This step has been done for you.
Select Continue to proceed.
Previous
Continue
View Scenario | Print Scenario | Exit Simulation

Close Window

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.
Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search option

Search Term: (TDY/TAD Location)

Denver

Search Location

Cancel

If the desired location is not listed, please use one of the search tools below by selecting the link.

Location Tools:

Search by:

State/Country - Location

Zip Code

County Lookup

Step 17 of 31:

Select the **Search Location** button.

◄ Previous

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.
Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Denver

The **Search Results** section displays an alphabetized list of the locations that match the entry in the Search Term text box.

Select the **radio button** next to the name of the correct location.

Step 18 of 31:

Select the first radio button for **DENVER, CO**.

◀ Previous

Search Results:

"Denver" produced 17 results. If the location you typed ... n a more specific area (example: Manhattan) and search again. ... search options.

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates	Lodge Rate	M&IE Rate
○	DENVER	DENVER COUNTY	CO	C		01/01-12/31	158.00	66.00
○	DENVER	BREMER COUNTY	IA	C		01/01-12/31	70.00	46.00
○	DENVER	...K COUNTY	IL	C		01/01-12/31	70.00	46.00

View Scenario | Print Scenario | Exit Simulation

Exit Menu Help Glossary References

Select the 'Next' button to continue

Back

○	DENVER	HUMPHREYS COUNTY	TN	C		01/01-12/31	70.00	46.00
○	DENVER (ADAMS)	ADAMS COUNTY	CO	C		01/01-12/31	158.00	66.00
○	DENVER (ARAPAHOE)	ARAPAHOE COUNTY					00	66.00
○	DENVER (DENVER)	DENVER COUNTY					00	66.00
○	DENVER (JEFFERSON)	JEFFERSON COUNTY					00	66.00
○	DENVER CITY	YOAKUM COUNTY					0	46.00
○	DENVER COUNTY	DENVER COUNTY	CO	C		01/01-12/31	158.00	66.00

You can also add a Specific Place to further define the TDY location. This is optional.

Step 19 of 31:

Choose the **Select and Close** button.

◂ Previous

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)

Cancel | Select and Close

If the desired location is not listed, please use one of the search tools below by selecting the link.

View Scenario | Print Scenario | Exit Simulation

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	07:00 PM

(Claim private vehicle transportation in expense-mileage. Use
Mileage.)

C My TDY location is - (Where I will be working

*Location 1: DENVER,CO

*Arriving On: 08/01/2011 (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

D At this location I will need - (Select all that a

Rental Car	Lodging
☐	☐

E Will you be traveling to another TDY location?

Yes | No

View Scenario | Print Scenario | Exit Simulation

The **Trip Overview** screen displays. ***Location 1** with the location you selected.

The **Arriving On** field identifies the date you plan to arrive at your TDY location. The **Departing On** field refers to the date you will leave your TDY location.

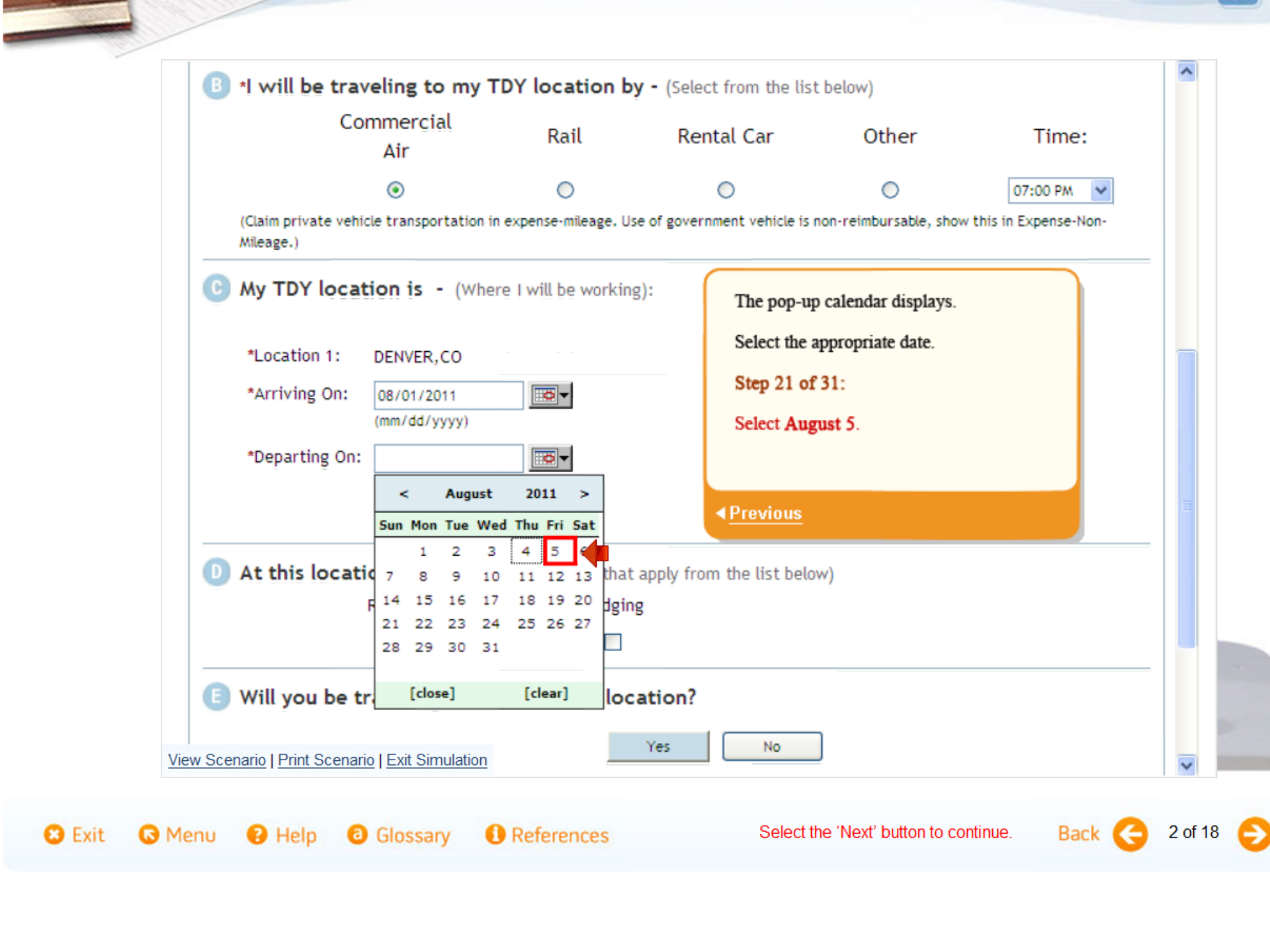
Use the calendar tool to select the date you will depart.

Step 20 of 31:

Select the **Departing On** calendar icon to select the date you intend to leave your TDY location.

Note: In the live system, you can type the date instead.

◀ Previous


B *I will be traveling to my TDY location by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
07:00 PM
(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)
C My TDY location is - (Where I will be working):
*Location 1: DENVER,CO
*Arriving On: 08/01/2011
(mm/dd/yyyy)
*Departing On:
< August 2011 >
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
[close] [clear]
The pop-up calendar displays.
Select the appropriate date.
Step 21 of 31:
Select August 5.
Previous
D At this locati
that apply from the list below)
dging
E Will you be tr
location?
Yes
No
View Scenario | Print Scenario | Exit Simulation
Exit
Menu
Help
Glossary
References
Select the 'Next' button to continue.
Back
2 of 18

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	07:00 PM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: DENVER,CO

*Arriving On: 08/01/2011 (mm/dd/yyyy)

*Departing On: 08/05/2011 (mm/dd/yyyy)

Location Tools:
Search By:

Use Section D to identify additional reservations you will need at this TDY location.

Select the appropriate box if you need a rental car or hotel at your TDY location.

Step 22 of 31:

Select the **Rental Car** box.

◂ Previous

D At this location I will need - (Select al

Rental Car ☐ L

E Will you be traveling to another TDY location?

Yes No

View Scenario | Print Scenario | Exit Simulation

Exit Menu Help Glossary References Select the 'Next' button to continue Back

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	07:00 PM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: DENVER,CO

*Arriving On: 08/01/2011 (mm/dd/yyyy)

*Departing On: 08/05/2011 (mm/dd/yyyy)

Step 23 of 31:

Select the **Lodging** box.

◀ Previous

D At this location I will need - (Select all that apply from the list below)

Rental Car	Lodging
☑	☐

E Will you be traveling to another TDY location?

Yes | No

View Scenario | Print Scenario | Exit Simulation

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	07:00 PM

(Claim private vehicle transportation in expense-mileage
Mileage.)

C My TDY location is - (Where I will be wor

*Location 1: DENVER,CO

*Arriving On: 08/01/2011 (mm/dd/yyyy)

*Departing On: 08/05/2011 (mm/dd/yyyy)

Section E asks whether you will travel to another TDY location.

Select **No** if there are no more TDY locations to add to this trip.
Select **Yes** if more than one location is needed.

Step 24 of 31:

Select **No**.

◂ Previous

D At this location I will need - (Select all that apply from the list below)

Rental Car	Lodging
☑	☑

E Will you be traveling to another TDY location?

Yes | No

View Scenario | Print Scenario | Exit Simulation

DTS101 | Authorizations

Location		Arriving On	Departing On	Edit	Delete
Insert 1	DENVER,CO	08/01/11	08/05/11	Edit	Delete

C **I am returning to:** (Select from list or enter below):

*Ending Point: [ ] * [ ] Search

*Arriving On: 08/05/2011 (mm/dd/yyyy)

Return locations in profile:

RESIDENCE
DUTY STATION

The **Trip Overview** screen refreshes.

Section C identifies your overall ending point information and trip duration. Selecting **RESIDENCE** or **DUTY STATION** will populate the **Ending Point** field with information from your personal profile.

Step 25 of 31:

Select **RESIDENCE**.

◄ Previous

D I

er Time:

Select

sable, show this in Expense-Non-

E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request | Save and Proceed

Location		Arriving On	Departing On	Edit	De
Insert 1	DENVER,CO	08/01/11	08/05/11	Edit	De

C **I am returning to:** (Select from list or enter below):

*Ending Point: RES: Warrenton * VA Search

Return lo

RESIDENC

DUTY STA

*Arriving On: 08/05/2011

(mm/dd/yyyy)

*Trip Duration:
- 12 Hours or Less
- >12 - 24 Hours - With Lodging
- >12 - 24 Hours - No Lodging
- Multi-Day

D I will be returni

Comm

A

(Claim private vehicle t

Mileage.)

E Check this box if y

The **Trip Duration** radio button is set to Multi-Day by default. When a TDY is longer than 24 hours, you do not need to change it.

Step 26 of 31:

You do not need to adjust the radio button.

Select **Continue** to proceed.

Previous

Continue

Location	Arriving On	Departing On	Edit	Delete
Ins			Edit	Delete

Section D is used to enter how you will travel back from your TDY location, and when you plan to depart.

Select the appropriate transportation mode.

Step 27 of 31:

Commercial Air is selected by default. You do not need to change it.

Select **Continue** to proceed.

◄ Previous | Continue

C I am r

*Endin

*Arriv

*Trip D

Return locations in profile:

RESIDENCE
DUTY STATION

Lodging

D I will be returning from my TDY by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	Select

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request | Save and Proceed

View Scenario | Print Scenario | Exit Simulation

Exit | Menu | Help | Glossary | References

Select the 'Next' button to continue.

Back

Location		Arriving On	Departing On	Edit	Delete
Insert 1	DENVER,CO	08/01/11	08/05/11	Edit	Delete

C **I am returning to:** (Select from list or enter below):

*Ending Point: RES: Warrenton * VA Search

*Arriving On: 08/05/2011
(mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours -
>12 - 24 Hours - No Lodging Multi-Day

Select the preferred time of departure from your TDY location.

Step 28 of 31:

Select the **Time** drop-down arrow.

Previous

D **I will be returning from my TDY by -** (Select from the list belov

Commercial Air	Rail	Rental Car	Other	Time:
◉	○	○	○	Select

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request Save and Proceed

Location		Arriving On	Departing On	Edit	Delete
Insert 1	DENVER,CO	08/01/11	08/05/11	Edit	Delete

Select the appropriate time from the **Time** drop-down list.

Step 29 of 31:

Note: Select **08:00 PM**.

◄ Previous

C **I am returning to:** (Select from list or enter bel

*Ending Point: RES: Warrenton * VA

*Arriving On: 08/05/2011
(mm/dd/yyyy)

*Trip Duration:
- 12 Hours or Less
- >12 - 24 Hours - No Lodging
- Multi-Day

12:30 PM
01:00 PM
01:30 PM
02:00 PM
02:30 PM
03:00 PM
03:30 PM
04:00 PM
04:30 PM
05:00 PM
05:30 PM
06:00 PM
06:30 PM
07:00 PM
07:30 PM
08:00 PM
08:30 PM
09:00 PM
09:30 PM
10:00 PM
10:30 PM
11:00 PM
11:30 PM
Select

D **I will be returning from my TDY by -** (Select from the list below)

Commercial Air	Rail	Rental Car	Other
◉	○	○	○

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request | Save and Proceed

Location		Arriving On	Departing On	Edit	Delete
Insert 1	DENVER,CO	08/01/11	08/05/11	Edit	Delete

C **I am returning to:** (Select from list or enter below):

*Ending P

*Arriving

*Trip Dur

Return locations in profile:

RESIDENCE
DUTY STATION

4 Hours - With Lodging

)ay

D **I will be**

list below)

Car Other Time:

08:00 PM

(Claim privat t vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

Section E identifies if there is another type of ticket purchased for this trip outside of DTS, such as a bus or boat ticket. If checked, DTS includes the Other Transportation screen in the flow controllerwhen creating the authorization.

Check the **box** if there will be another type of ticket purchased for this trip.

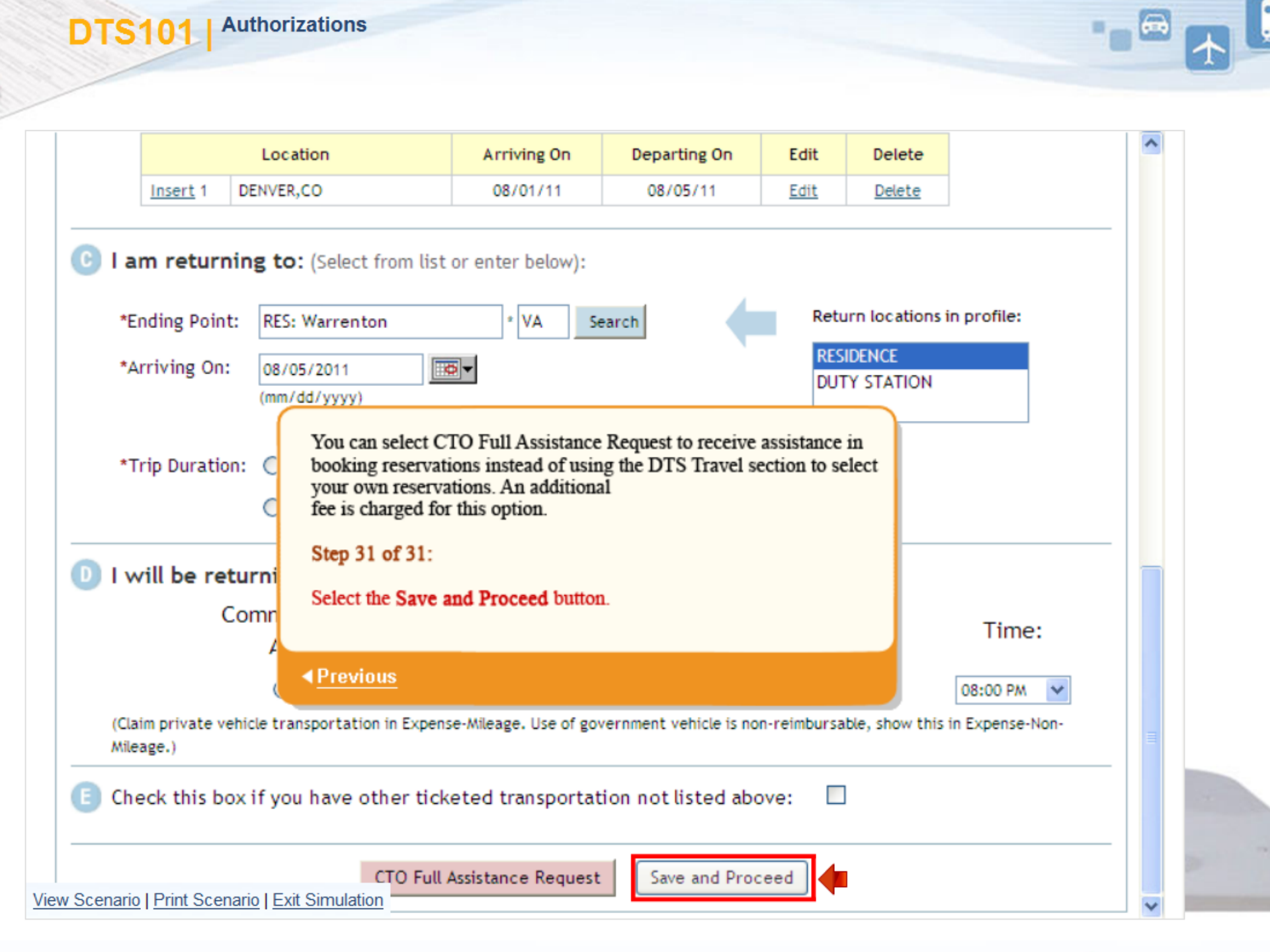
Step 30 of 31:

You do not need to place a check in the box.

Select **Continue** to proceed.

◄ Previous Continue

CTO Full Assistance Request | Save and Proceed


Location
Arriving On
Departing On
Edit
Delete
Insert 1
DENVER,CO
08/01/11
08/05/11
Edit
Delete
C I am returning to: (Select from list or enter below):
*Ending Point:
RES: Warrenton
VA
Search
Return locations in profile:
RESIDENCE
DUTY STATION
*Arriving On:
08/05/2011
(mm/dd/yyyy)
*Trip Duration:
You can select CTO Full Assistance Request to receive assistance in booking reservations instead of using the DTS Travel section to select your own reservations. An additional fee is charged for this option.
Step 31 of 31:
Select the Save and Proceed button.
Previous
D I will be returni
Comm
Time:
08:00 PM
(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)
E Check this box if you have other ticketed transportation not listed above:
CTO Full Assistance Request
Save and Proceed
View Scenario | Print Scenario | Exit Simulation